

INSTRUCTIONS FOR COMPLETING THE TRANSFER OF COMMODITIES
(KY-FD-7)

PURPOSE: The Transfer of Commodities Form is to be used to transfer excess USDA Commodities between Recipient Agencies (R/A) upon authorization from the Regional Coordinator or the Food Distribution Office. Under no circumstances will a transfer be made between R/As without prior approval from the Food Distribution Office.

1. Enter Name of Person (Regional Coordinator or Food Distribution Staff), who authorized the transfer of USDA Commodities.
2. Enter Date authorization was given.
3. Enter name of R/A transferring USDA Commodities.
4. Enter name of Authorized Representative for Agency transferring USDA Commodities.
5. Enter name of R/A receiving the transferred USDA Commodities.
6. Enter name of Authorized Representative receiving transferred USDA Commodities.
7. Enter name of USDA Commodity/Commodities being transferred from inventory.
8. Enter number of units being transferred for each item.
9. Enter the pack date of each USDA Commodity being transferred. (If an item being transferred has more than one pack date the item should be listed on separate lines.) commodities with newest pack date must be transferred first.
10. Person making the transfer must sign verifying transfer was made and verifying the amount transferred.
11. Date the Transfer was made.
12. Person receiving the transfer must sign verifying transfer and verifying the amount received.
13. Date the Transfer was received.

KENTUCKY DEPARTMENT OF AGRICULTURE
Division of Food Distribution
100 Fair Oaks Lane, Suite 502
Frankfort, KY 40601

TRANSFER OF COMMODITIES

Authorization has been received from (1) _____ on (2) _____ for
the transfer of excess donated foods listed below between the following Recipient Agencies.

TRANSFERRED FROM: (3) R/A _____

(4) Authorized Representative _____

TRANSFERRED TO:(5) R/A _____

(6) Authorized Representative _____

(7) Commodity	(8) Number of Units	(9) Pack Date

(10) _____
Signature of Person Making Transfer

(11) _____
Date

(12) _____
Signature of Person Receiving Transfer

(13) _____
Date

This form is to be prepared in triplicate. The white copy should be returned to the State Office. The canary copy will be retained by the R/A transferring food and the pink copy to be given to the R/A transferring food and the pink copy to be given to the R/A receiving food.